Grants Training for CEFLS Member Libraries

May 29, 2015

Kara Page

Agenda

- The workshop will cover a basic overview of grants
- The workshop will NOT cover board issues or general non-profit operations
- Format:
  - Workshop from 9-12 this a.m.
  - Individualized support this afternoon
  - Individualized support this spring/summer

Grants – the big picture

- Not Magic
- Opportunity
- Deal
- Restricted
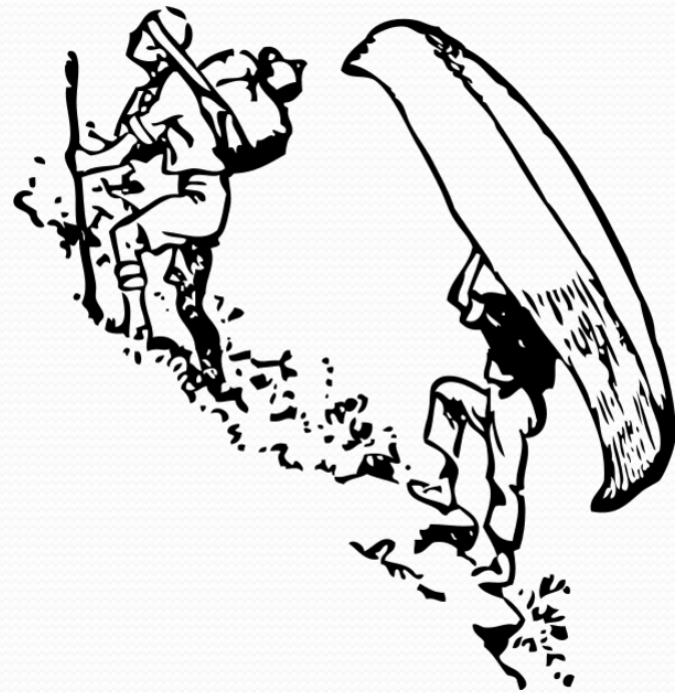- Other Rewards
- Investment
- Gamble
- ROI

Step 1. Identify Needs

Project Planning

Tools to meet the challenge

- Scoping Document
- Logic Model

Scoping Document

Title: _____

Need Statement:

_____

Brief Description of Project/Program Goals:

_____

Program Activities:

_____

Timeline:

_____

Partners:

_____

Audience:

_____
_____

Past Results:

_____
_____

Proposed Results (how the population you serve will be impacted):

_____
_____

Evaluation (how results will be tracked and evaluated):

_____
_____

Program or Project Cost:

Item needed	Cost per Unit	How many Units	Total Cost	Requested from Grant
Staff Hours	10	5	50	30

Logic Model

Inputs	Activities	Outcomes	Targets	Indicators	Methods / Tools	Timeline	Who

Step 2. Find grant opportunities

- Sample Opportunities
- Search Resources
- Grants Station

Grant Opportunities

- **Small and Simple**
- **Intermediate**
- **Large**

Search Resources

- **Grant Station / Foundation Directory Online**
- **Funder Websites**
- **TechSoup for Libraries**
- **Guidestar**
- **New York State**
- **U.S. Grants.Gov**

Search
U.S. Charitable Giving – Advanced Search

The Advanced Search feature is the best option if you want to search for grantmaker profiles using a combination of Geographic Focus (national or specific state), Areas of Interest (161), and/or Types of Support (33). This type of search is also ideally suited for both initial and follow-up research.

Learn more about our Advanced Search

Step 1: Select a Geographic Scope

Choose whether to search for national grantmakers, grantmakers serving a specific state, or both.

☐ National Funders

☑ Funders with a specific geographic focus

　　Please select your geographic focus　　[New York ▼]

☐ Funders with *both* national and geographic focus

　　Please select your geographic focus

Step 2: Select Areas of Interest

Select an area of interest that best matches your projects or programs.

To narrow your results, you can choose up to THREE areas of interest. You can also try searching for each area of interest one at a time.

To learn more about these terms, you can check out our Search Terms glossary.

Grant Station
Your Fast Track to Funding

Home (Logged In)

Return to Main Page

Renew

Renew your GrantStation Membership

Search

U.S. Grants

International Grants

Canadian Grants

Search Guide

Search Terms

Write

Getting Started

Letter of Inquiry

The Grant Proposal

Revisions & Editing

Learn

Welcome **CEFLibrarySystem**
Membership expires: 5/16/2016
[Logout]

Change User Name or Password

Change Contact Information

Online Education

Online Education

- **Building a Powerful Grants Strategy for 2015**
6/2/2015

- **How to be a Successful Fundraiser (NEW)**
6/4/2015

- **Powerful Leaders (NEW)**
6/10/2015

- **How to Craft a Proposal to a Foundation**
6/11/2015

- **FREE Tour of the**

Making Connections

Traveling
CEO

Follow Cindy

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Community & Economic Development

- ☑ **Community Development General**
- ☑ **Economic Development General**
- ☐ Disaster Relief/Humanitarian Aid
- ☐ Employment/Job Training/Workforce Development
- ☐ Financial Literacy/Financial Services

- ☐ Historic Preservation
- ☐ Housing
- ☐ Labor Issues
- ☐ Neighborhood Revitalization/Beautification
- ☐ Parks & Recreation
- ☐ Rural Affairs
- ☐ Safety Issues

- ☐ Small Business/Entrepreneurship
- ☐ Sports
- ☐ Sustainable Development
- ☐ Transportation
- ☐ Urban Development

Education

- ☑ **Education General**
- ☐ Adult/Continuing
- ☐ After-School Programs
- ☐ Bicultural/Bilingual
- ☐ Curriculum Development
- ☐ Early Childhood/Childcare
- ☐ Education Reform

- ☐ Elementary/Secondary
- ☐ Health/Physical Education
- ☐ Higher Education
- ☑ Libraries
- ☐ Literacy
- ☐ Private Education

- ☐ School-to-Work
- ☐ Science/Math/Technology
- ☐ Special Education
- ☐ Teacher/Faculty Development
- ☐ Vocational

Step 3: Select a Type of Support

You may leave this blank, or you may select **ONE** type of support to narrow your search.

- ☐ Advocacy
- ☐ Awards/Prizes
- ☑ Building Funds
- ☐ Capacity Building
- ☐ Challenge Grants
- ☐ Collaborations/Coalitions
- ☐ Computers/Software
- ☐ Conferences/Seminars/Workshops
- ☐ Emergency Funds
- ☐ Endowment
- ☐ Equipment

- ☐ Events/Sponsorships
- ☐ Fellowships
- ☐ For-profit organizations
- ☐ General Support
- ☐ Grassroots
- ☐ Individuals
- ☐ Infrastructure
- ☐ In-kind
- ☐ Internships
- ☐ Land/Property Acquisition
- ☐ Loans/PRIs

- ☐ Matching
- ☐ Product Donation
- ☐ Project Planning
- ☐ Project/Program Support
- ☐ Research
- ☐ Residencies
- ☐ Scholarships
- ☐ Seed Money
- ☐ Technical Assistance
- ☐ Training Programs
- ☐ Travel Expenses

Find Funders   **Clear**

Grant Station
Your Fast Track to Funding

Search Results

Back to Search Results

Gladys Brooks Foundation
1055 Franklin Avenue
Suite 208
Garden City, NY
11530

Phone: 516-746-6103
Email: kathy@gladysbrooksfoundation.org
Url: http://www.gladysbrooksfoundation.org

Primary Contact:
Ms. Kathy Petry

Geographic Scope:
Connecticut, Delaware, Florida, Illinois, Indiana, Louisiana, Maine, Maryland, Massachusetts,
New Hampshire, New Jersey, New York, Ohio, Pennsylvania, Rhode Island, Tennessee,
Vermont

Type of Organization: Foundation

Total Annual Giving: $1,559,000

Grant Range: $10,000 - $150,000

Average Grant: $50,000 - $100,000

Eligibility Requirements:
Nonprofit organizations

Application Deadlines:
Grant requests may be submitted from January 15 to May 29, 2015.
(The 2016 application cycle will be available early in the year.)

Areas of Interest:
The purpose of the Gladys Brooks Foundation is to provide for the intellectual, moral, and physical welfare of the people of the United States by establishing and supporting nonprofit libraries, educational institutions, and hospitals and clinics.

Generally the Foundation will only consider grant applications from nonprofit organizations located in the states listed above.

The Foundation will consider major grant applications in the following fields:

Libraries

Library grant applications will be considered for resource endowments (print, film, electronic database, speakers/workshops), capital construction, and innovative equipment. Projects fostering broader public access to global information sources utilizing collaborative efforts, pioneering technologies, and equipment are encouraged.

Educational Institutions

Grant applications from universities, colleges, and secondary schools will be considered for:

- educational endowments to fund scholarships based solely on educational achievements, leadership, and academic ability of the student;
- endowments to support fellowships and teaching chairs for educators who confine their activities primarily to classroom instruction in the liberal arts, mathematics, and the sciences during the academic year; and,
- erection or endowment of buildings, wings, or additions to buildings for educational purposes.

Hospitals and Clinics

Grant applications from hospitals and clinics will be considered where the proposal demonstrates one or more of the following:

- a new health need;
- an improvement in the quality of healthcare; and,
- reduced health costs with better patient outcomes.

Grant applications will be considered where:

- outside funding (including governmental) is not available;
- the project will be largely funded by the grant unless the grant request covers a discrete component of a larger project; and,
- the funds will be used for capital projects, including equipment or endowments.

Application Procedures:
Application guidelines and forms are available on the Foundation's website.

Search on FDO: Grants awarded in Plattsburgh

Foundation Directory Online Copyright © 2015 Foundation Center

Grantmaker Name, State	Recipient Name, Location	Year Authorized	Grant Amount
Frank and Brinna Sands Foundation, VT	Mountain Lake Public Telecommunications Council, NY	2013	$2,000
The New York State Health Foundation, NY	Champlain Valley Health Network, NY	2013	$32,000
First Niagara Foundation, NY	North Country Cultural Center for the Arts, NY	2012	$5,000
TD Charitable Foundation, ME	United Way of the Adirondack Region, NY	2012	$2,000
The New York State Health Foundation, NY	Champlain Valley Health Network, NY	2012	$8,000
KeyBank Foundation, OH	Battle of Plattsburgh Association, NY	2012	$1,050
The Pfizer Foundation, Inc., NY	United Way of the Adirondack Region, NY	2012	$10,361
Charles R. Wood Foundation, CT	North Country Cultural Center for the Arts, NY	2012	$114,000
TD Charitable Foundation, ME	United Way of the Adirondack Region, NY	2011	$1,000
TD Charitable Foundation, ME	United Way of the Adirondack Region, NY	2011	$2,000
Price Chopper's Golub Foundation, NY	Mountain Lake Public Telecommunications Council, NY	2011	$1,000
KeyBank Foundation, OH	North Country Cultural Center for the Arts, NY	2011	$7,500
KeyBank Foundation, OH	North Country Cultural Center for the Arts, NY	2011	$2,500
KeyBank Foundation, OH	United Way of the Adirondack Region, NY	2011	$5,000
KeyBank Foundation, OH	United Way of the Adirondack Region, NY	2011	$5,000

Step 3. Narrow the list

- Criteria
- Considerations
- 990s

Funnel it
down…

Step 4: Get Real on Writing

- Phase I: Pre-Writing
- Phase II: Writing

Before you write

- **RFP / Application**
- **Notes**
- **Spread out**
- **Schedule?**
- **Assemble Documents**

Writing

- **Review scoping doc / logic model**
- **Persuasion**
- **Clarity**
- **Use their language**
- **Back up reader(s)**

Step 5. Get real on budget

- Simple Start
- Move up to Complex

Starting a budget

- **Why a spreadsheet?**
- **Inputs from logic model**
- **Due diligence**
- **Match**

Moving to complex

- **Overhead**
- **Benefits**
- **Include everything**
- **Another tool: the project budget, then the grant budget**

Step 6. You won! Now what?

- Celebrate!
- Shift into project management mode
- Track commitments and reporting
- Leverage your grants

Grants management

Grants Tracking				2010				
			Total Awarded in 2010 to date:	*$40,000.00*		*Total Pending:*		*$60,000.00*
Type of grant	Type of Organization	Deadline	Organization	Awarded	Pending	Declined	Report (y/n)	Notes
Unrestricted								50%
1	Private Foundation	15-Mar	XYZ Foundation	$10,000.00	$0.00		y (10/15)	General op. suport, sub. 9/10
2	State Agency	1-Apr	NYS Bugaboo Agency	$0.00	$30,000.00		n	Educational program, sub. 12/09
3	Corporation	1-Jun	ABC Corporation	$10,000.00	$0.00		y (1/1/2016)	General op. suport, sub. 3/10

- **Reporting**
- **Record-keeping**

Wrap

- **Nothing magic, just methodical**
- **A gamble, but often worth it**
- **Grantors are your partners**
- **Step by step**
- **Long-term investment**
- **Go get the money!**

Thank you!

- Reminder about Summer
- LOTS of info – please feel free to ask questions
- Kara Page

   Community Environment and Development Consulting

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